

SECRET

DETACHMENT H

23 July 1971

STANDARD OPERATING PROCEDURE

H-10-12 This supersedes H-10-12 dated 22 August 1968

COURIER PROCEDURES

- I. PURPOSE: To set forth procedures to be followed by couriers.
- II. SCOPE: The provisions of this SOP cover all personnel who act as couriers.
- III. RESPONSIBILITY: Chief of Security is responsible for adherence to this SOP.
- IV. PROCEDURES:
  - A. Couriers may be selected from Project Detachments, Project Headquarters and other Station Security Personnel at Discretion of Project Headquarters.

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Orders  
Form 1173 I.D. card  
Courier Identification letter  
Customs exemption forms  
Official Passport and Shot Record  
Contact list  
Guard custody forms

- C. Couriers will be carefully briefed on care of classified material, names of contacts, and procedures for sending emergency cable traffic through USAF communications.
- D. Couriers escorting mission take will generally depart from [redacted] in USAF aircraft. Commercial and MAC aircraft departing [redacted] may be utilized as directed by Headquarters.
- E. Appropriate messages regarding courier movements will be sent to onward processing locations and other interested stations. Such messages will identify the courier, contain cargo details, provide itinerary data and any special instructions necessary.
- F. Couriers departing from and arriving [redacted] will be met and assisted by Security Staff personnel and Logistics personnel as required.

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P/S

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S E C R E T

- G. USAF support aircraft crews will be met on arrival at [REDACTED] by senior Security Officer, escorted to Base Operations for flight filing and given a cover briefing.

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(Detachment Commander

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